

Housing Neighbors in Disaster Quick Reference Guide

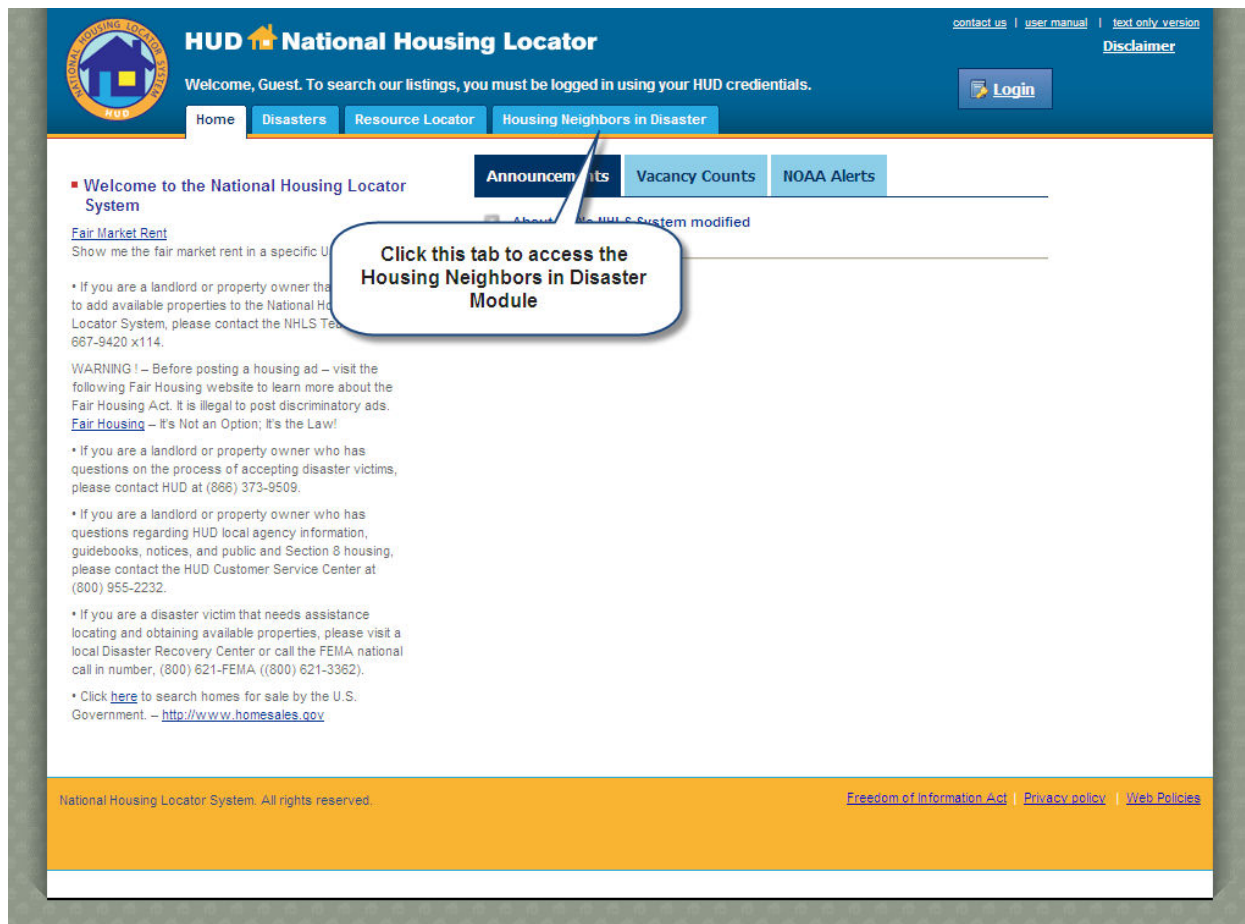
Overview/Features

The National Housing Locator System Housing Neighbors in Disaster module collects information from owners of single and small rental complexes not listed by a major vendor who would like to provide the information to individuals displaced by a disaster. The information will be included in the NHLS database which consolidates rental resources identified and provided by federal agencies such as HUD, state government agencies and commercial online vendors of rental property.

Features of the module include:

- ☐ Property owner registration – new accounts
- ☐ A search function to check if a property exists in NHLS
- ☐ Enter properties in the NHLS database

Step 1: NHLS Home Page



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Step 2: Housing Neighbors in Disaster Tab

Housing Neighbors in Disaster is used to collect information from small rental property owners not listed by a major vendor who would like to list their units for rent to fellow citizens displaced by a disaster.

To list properties you must first create an account

Housing Neighbors In Disaster Network
National Housing Locator System is a database of available housing in the United States and is used by the government in case of emergencies to assist citizens. The portal consolidates rental resources identified and provided by Federal agencies such as the U.S. Department of Housing and Urban Development (HUD), commercial online vendors and state resources to help individuals and families find available rental units in their area. The database does not collect data on rooms to rent, hotels, motels or vacation rentals.

Housing Neighbors In Disaster Network collects data from the Mom and Pop renters who are not listed by any major vendors and would like to provide the availability info so that it could be used in assisting citizens displaced by a disaster. If you have a large number of properties, it is recommended that you establish a permanent interface with the system by contacting nhls@hud.gov.

If you are a landlord or a property owner having an Apartment, Condo or House and would like to add available properties to the National Housing Locator System, register using instruction on the right. If you already have an account setup, please login and update the availability. The data needs to be updated frequently. If there are no updates to the data, it will be removed from the search database after 4 weeks.

Log In
★ = Required Field
Email
Password
Login

WARNING ! - Before posting a housing ad - visit the following Fair Housing website to learn more about the Fair Housing Act. It is illegal to post discriminatory ads.
[Fair Housing](#) - It's Not an Option; It's the Law!

[Housing Neighbors in Disaster - User Manual](#)
[Check if your property is in NHLS](#)
[Create New Account](#)
[Forgot Password?](#)

Use this link to see if your property already exists in NHLS

Use this login to access your property information and add or edit data

Be sure your property information is updated regularly. Data not updated will be removed from the database after 4 weeks

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Step 3: Register and Create a New Account

The screenshot shows the HUD National Housing Locator registration page. At the top, there is a blue header with the HUD logo and the text "HUD National Housing Locator". Navigation links include "contact us", "user manual", "text only version", and "Disclaimer". A "Login" button is also present. Below the header, a navigation bar contains "Home", "Disasters", "Resource Locator", and "Housing Neighbors in Disaster". The main content area starts with a welcome message and a "Please read the following and click I agree option at the bottom" instruction. A callout bubble points to a text input field, stating: "Supply your name or the name of your company and read the agreement completely". The agreement text includes sections A (Purpose), B (General Provisions), C (Both parties agree), D (Expenses of Each Party), E (No Third Party Benefit), and F (Publicity). A callout bubble points to the "I agree" checkbox, stating: "Check the 'I agree' box and click the Continue button". At the bottom, there are "Continue" and "Cancel" buttons, and a footer with "National Housing Locator System. All rights reserved." and links to "Freedom of Information Act", "Privacy policy", and "Web Policies".

HUD National Housing Locator

Welcome, Guest. To search our listings, you must be logged in using your HUD credentials.

[Home](#) [Disasters](#) [Resource Locator](#) [Housing Neighbors in Disaster](#)

Please read the following and click I agree option at the bottom

A. Purpose

This Trading Partner Agreement is between you (Landlord or Partner) and the U.S. Department of Housing and Urban Development (HUD) for the submission of single family rental property information to the NHL. The NHL is a searchable, web-based clearinghouse for identifying available rental housing for those affected by national or local disasters. HUD's Trading Partner agrees to make their single family rental property data available to HUD to maximize the efficient and professional provision of housing to those affected by national or local disasters. Presumably, both the Trading Partner's cooperation with the NHL mission and the structure of NHL (i.e., identifying rentals and directing users to Trading Partner websites for complete information) will benefit the Trading Partner as well, generating good will on the part of the public and providing additional potential customers for the Trading Partner.

B. General Provisions

a. The Trading Partner agrees:

1. To provide HUD with the identified rental property location information so that this data is available through NHL to assist those displaced by a disaster in finding temporary housing in the wake of Presidentially-declared or local disasters;
2. To comply with the [Federal Fair Housing Act](#) and reasonably support HUD in its efforts to enforce the law when advised of problems with landlord and management property listings;
3. To keep vacant single family rental properties current by changing the property availability status to occupied when no longer available; and
4. To provide and keep HUD updated with point of contact information including phone, fax, email address and cell phone (if available).

b. HUD agrees:

1. That it will advise the Trading Partner when housing location data requests are to begin to support a Presidentially-declared emergency or training event; and
2. That it will use the housing data only for the purpose of supporting those displaced by a disaster in finding temporary housing.
3. That the Trading Partner listings are provided "as is" without warranty of any kind. Trading Partner disclaims all warranties, express or implied, including, but not limited to, any warranty of accuracy, merchantability, performance, fitness for a particular purpose, or non-infringement.

C. Both parties agree:

1. To conduct relations and business professionally;
2. That this agreement will remain in effect for a period of one year from the date of execution, or until terminated, and will be renewed annually. A cancellation or early termination of this agreement will occur upon one party providing the other party with at least 30-day advance written notice of its intent to cancel or terminate the agreement on a date certain.
3. That neither party will be liable to the other for any special, incidental, indirect, exemplary, or consequential damages arising out of this agreement, including without limitation lost profits or damages resulting from any delay, omission, or error in rental housing data. In no event will either party's liability arising out of this agreement exceed one hundred dollars (\$100); and
4. That both parties will attempt to resolve any issues relating to this agreement.

D. Expenses of Each Party-No Obligation of Funds

Each party will bear its own expenses in connection with the preparation, negotiation, execution, and adherence to this agreement, and neither party shall be liable to the other party for such expenses. Each party acts as an independent party with respect to the performance of duties under this agreement and does not represent that it is an employee or agent of another party to the agreement.

E. No Third Party Benefit

While the NHL provides a public service by listing available rental housing nationwide, this agreement does not create third-party rights; the agreement does not give a third party any benefit, legal or equitable right, remedy, or claim.

F. Publicity

Each party to this agreement agrees to consult in advance on the form, timing, and contents of any such publicity, announcement, or disclosure.


☐ I agree.

[Continue](#) [Cancel](#)


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Step 4: Enter Your User Information

**HUD National Housing Locator**[user manual](#) | [text only version](#)

Complete these fields (those marked with a star are required)



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If you are a landlord or a property owner having an Apartment, Condo or House and would like to add available properties to the National Housing Locator System, register using instruction on the right. If you already have an account setup, please login and update the availability. The data needs to be updated frequently. If there are no updates to the data, it will be removed from the search database after 90 days.

User Manager
★ = Required Field

User Details

Email ★ ⓘ

Password ★ ⓘ

Retype Password ★ ⓘ

Company Name ⓘ

First Name ★ ⓘ

Last Name ★ ⓘ

Middle Name ⓘ

Phone Ext. ⓘ

Fax ⓘ


Address ⓘ

City ★ ⓘ

State ★ ⓘ

Zip Code ⓘ

Security Code ★ ⓘ



Enter the security code displayed and click the Save button

A verification email will be sent to your email address - Follow the instructions provided

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Step 5: My Property List Page

The screenshot shows the HUD National Housing Locator System interface. At the top, a blue header contains the HUD logo, the system name, and a user welcome message for Steven Wang. Below the header, a navigation bar includes 'Manage Account' and 'My Property List' tabs. A legend section lists various housing types and features with corresponding icons. The main area displays a table of properties with columns for Property, Monthly Rent, Beds/Baths, Property Type, Phone, Available Units, Last Updated, Options, and Tools. Two properties are listed: one in Fairfax, VA, and one in Chantilly, VA. Below the table are buttons for 'Update Unit Counts', 'Add Single Property', and 'Add Multiple Properties'. The footer contains copyright information and a link to the Freedom of Information Act.

HUD National Housing Locator System

Steven Wang, Welcome back! (logout)

[user manual](#) | [text only version](#)

[Manage Account](#) [My Property List](#)

Legend:

- Elderly Living Housing
- Assisted Living Housing
- Affordable/Subsidized Housing
- Edit Property
- Delete Property
- Clone Property
- Pets Allowed
- Accessible

Sort Options: Choose a sort option

Property	Monthly Rent	Beds/Baths	Property Type	Phone	Available Units	Last Updated	Options	Tools
43093 Stone Ridge Rd Fairfax, VA 22030	Call	3/2.0	House	(703) 777-1111	1	04/30/2011		
1234 Elm St Chantilly, VA 20152	\$1200.0	2/2.0	Condominium	(703) 777-1111	1	04/30/2011		

[Update Unit Counts](#) [Add Single Property](#) [Add Multiple Properties](#)

National Housing Locator System. All rights reserved. [Freedom of Information Act](#)

Callouts:

- After login any properties you've entered will be listed
- Edit the property data
- Create a new property by copying a existing property
- Delete the property
- To update the number of available units enter the value here and click the Update Unit Counts button
- Enter a new property
- Add multiple properties using Excel file

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Step 6: Add or Edit Single Property Information

**HUD National Housing Locator**

user manual | text only version

TXC Compton, Welcome back! [\[logout\]](#)

[Manage Account](#) | [My Property List](#)

This page is provided to enter new data or edit data for an existing property

Property Information

★ = Required Field

Address

522 Elm Street

★

City

Anytown

★

State

Virginia

★

Zip Code

22030

★

Bedroom(s)

4

★

Bath

2

★

Property Type

House

★

Phone

(703) 555-5555

★

Extn

Rent

1250.0

Property Website

Available Unit

1

Additional

☐ Affordable Housing(Subsidized)

☐ Elderly Living

☐ Wheelchair Accessible

☐ Assisted Living

☐ Pets Allowed

Be sure to provide data for fields marked with a yellow star

Use these checkboxes to provide more detailed information about the property

Save


Cancel

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Step 7: Add Multiple Properties by Excel file



HUD National Housing Locator System

Steven Wang, Welcome back! ([logout](#))

[Manage Account](#)[My Property List](#)

Bulk upload Details

The property upload feature is to be used to upload a larger set of property records into the Housing Neighbors in Disaster (HNID) module.

- To start, please download the PropertyUpload.xls file by using the download link in Step 1 below
- Fill out all property records that you intend to upload. Each record within the PropertyUpload.xls file will represent one property record within the HNID module. There are instructions within the spreadsheet that describe all of the input information. **Please obey the restrictions within the spreadsheet and the required fields listed to ensure that the properties will be uploaded properly!**
As described in Step 2, the supported upload file is the PropertyUpload.xls template and the maximum file size is 128KB. This should be enough to upload approximately 100 properties. You can repeat this process to upload additional properties.
- Save the completed file, navigate back into the HNID module and use the upload feature in Step 3 to select the sheet to be uploaded.
- Click on the 'Upload and Process' button in Step 4 to begin the upload. The properties will be processed, validated, and loaded. **Please wait for the upload to be processed before navigating away from this page!**
Once the properties are loaded, the property list will appear. Individual properties can be managed within the property list after the upload. A single list can be uploaded multiple times because duplicate addresses will not be added to the HNID module again. Any adjustments to the property counts need to be within the NHLS HNID module directly.

Step 1: Click [here](#) to download the template.

Step 2: Prepare File and save

- Supported file types- Microsoft Excel (.xls or .xlsx).
- Maximum file size is 128 KB.

Step 3: Choose File to Upload: [Browse...](#)

Step 4: [Upload and Process](#) [Cancel](#)

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Step 8: Check If Your Property Is in NHLS

Newly added properties will be processed and add into NHLS database in 24 hours.

The screenshot shows the HUD National Housing Locator (NHLS) website. The header includes the HUD logo, the title "HUD National Housing Locator", and links for "contact us", "user manual", "text only version", and "Disclaimer". A "Login" button is also present. Below the header, a welcome message states: "Welcome, Guest. To search our listings, you must". Navigation tabs for "Home", "Disasters", "Resource Locator", and "Housing" are visible. A callout box explains: "This page is used to check if your property is already listed in NHLS (see Step 2, link 'Check if your property is in NHLS')".

The main form is titled "Check NHLS" and includes a legend: "★ = Required Field". The form fields are:

- Address: Text input field with a star icon.
- City: Text input field with a star icon.
- State: Dropdown menu with a star icon.
- ZipCode: Text input field with a star icon.
- Security Code: A CAPTCHA image showing the text "BUULAB" and a corresponding text input field with a star icon.

A callout box points to the form fields with the instruction: "Provide the address, enter the security code displayed and click button Check NHLS". Below the form fields are three buttons: "Check NHLS", "Back to Login", and "Clear".

The footer contains the text "National Housing Locator System. All rights reserved." and links for "Freedom of Information Act", "Privacy policy", and "Web Policies".

